



## HUMAN RESOURCES ANALYST I/II

*We are looking for a dynamic Analyst to contribute to the success of the Human Resources team!*



Fremont Today!

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## Why Join the Fremont Human Resources Team ?

The City of Fremont recognizes that our employees are our biggest asset. We work collaboratively to solve problems and find solutions. If you are a creative team player with a strong interest in Recruiting, Compensation, Labor Relations, and Employee Benefits then this is the job for you!

Human Resources Analysts serve as members of the HR Department's management team and will perform a wide range of complex Human Resources functions working across disciplines to solve problems and serve the City.



This position may be filled at either the Analyst I or Analyst II level based on the candidate's experience. Ideally, based on the candidates experience, this position will be filled at the Analyst II level.

## We're Looking for someone who is:

- ◆ An organized overachiever. You will need to work in a fast-paced environment with competing requirements and deadlines.
- ◆ Analytical and data driven. You will understand and have the ability to research, analyze and present data on a variety of topics using a variety of sources.
- ◆ Creative! You will work to resolve customer challenges with a "Can Do" perspective!
- ◆ An experienced HR professional. You will have demonstrated work experience in more than one HR discipline and have completed recruitments for all levels in an organization.
- ◆ A polished professional. You will represent the City at a variety of venues including recruiting events, meetings with bargaining units, employee meetings and off site training sessions.

## What you will do all day:

- ◆ Complete full scale recruitments.
- ◆ Perform complex classification and compensation studies.
- ◆ Research and analyze emerging trends in Human Resources and develop recommendations.
- ◆ Support Labor Relations and Benefits efforts by researching, gathering, analyzing and summarizing data.
- ◆ Improve Human Resources efficiencies by implementing industry best practices.

## Tools used in Human Resources:

- ◆ Neogov
- ◆ Oracle - People Soft
- ◆ Microsoft Excel, Word and PowerPoint
- ◆ Microsoft Outlook

### A few reasons you might love this job:

- ◆ You will have a direct impact on the community we serve.
- ◆ You will directly contribute to the success of the Human Resources team.
- ◆ You will be challenged at work every day.
- ◆ The work environment is amazing. You will work with people who are highly trained, energetic and driven.
- ◆ The state of the City of Fremont is strong. We enjoy a collaborative working relationship with all nine bargaining units and a balanced fiscal year budget.
- ◆ You will be recognized for the work you complete.
- ◆ You will have daily interactions with your customers.

### A few challenges you might face in this job:

- ◆ You will work on multiple assignments at once with competing deadlines.
- ◆ You will be periodically required to work on recruitment activities after 5:00 p.m. and/or on the weekend.

### The ideal Candidate for this job will typically have:

- ◆ A Bachelor's degree in Human Resources, Public Administration, or a closely related field.
- ◆ Two years of experience performing Human Resources work .
- ◆ A valid California Driver's License.
- ◆ A Compensation certificate from World at Work , IPMA or the equivalent is highly desirable.

**How do I apply:** Apply online 24 hours a day through our online application system [Fremont Jobs](#)

**Fremont Facts:** [Fremont Budget](#) , [Fremont Crime Statistics](#)

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## Tentative Recruitment Schedule

Open Date: May 26, 2015

First Review of Applications Date: Noon on June 15, 2015

Oral Panel Interviews: Week of June 22, 2015

### Compensation and Benefits:

The annual salary is \$63,800 - \$84,487 HR Analyst I and \$78,007 - \$105,308 HR Analyst II. Salary assignment will be based on qualifications.

### Current benefit features include:

CalPERS Retirement Benefit\*

- ♦ Classic Employees\* - 2.0% @ 60 benefit, 3 year final average compensation.
- ♦ New Employees \*- 2.0% @ 62 benefit, 3 year final average compensation.
- ♦ Required PERS contributions vary by plan. All required contributions are tax deferred.
- ♦ Cafeteria Benefits Plan for employees/dependents includes \$1,830 monthly to purchase medical, dental and vision plans. Child care and medical expenses can be paid for with pre-tax dollars.
- ♦ A generous leave plan including Management Leave.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is an Unrepresented Management position with a 12 month probationary period.

\*Refer to CalPERS web site for complete definitions of Classic and New employees: [www.calpers.ca.gov](http://www.calpers.ca.gov)

### Selection Process:

The process may include a panel interview, in basket exercise and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

